

**Beijing Normal-Hong Kong Baptist University**  
**Application Form for Student Official Leave of Absence**  
**(4 to 14 days)**

Name		Student No.	
Programme		Faculty or School	
Mobile Phone No.		Family Contact No.	
Student Hostel Block & Room No.		Begin & End Dates of the LAST Leave of Absence*	To

\*A student who has been absent without approval for more than 30 percent of scheduled classes, will be referred to the Course Offering Unit for decision.

I hereby submit my request for official leave of absence for the following period:

From \_\_\_\_\_ to \_\_\_\_\_ (dates) Total: \_\_\_\_\_ calendar day(s)\*\*

Reason: (Check ' ' the appropriate box)

☐ Health Problem  
 ☐ Urgent Family Affairs  
 ☐ Taking external exams  
 ☐ Internship  
 ☐ Interview  
 ☐ Others

Details:

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\*\* Calendar days include weekends and holidays. If absence is 15 days or more, you need to fill in *Application Form for Student Official Leave of Absence FORM II*.

I certify that the above information is true and correct. I agree to provide, if requested, any official documentation necessary to verify the information. I understand that a false statement or misrepresentation on this form may result in the rejection of my application and/or disciplinary penalties.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only \_\_\_\_\_

Approved ☐      Not Approved ☐

Types of Leave	Approving Authority	Signature	Date	Remark
4-14 Days (only effective with Associate Dean's signature)	Department Head			
	Associate Dean			